

Parental Consent Policy for Idaho Substance Abuse Prevention Programs Serving Minors

February 1, 2014

Overview

ODP's Parental Consent Policy is designed to protect minors participating in the outcome survey process. The information to be included in the Parental Consent is outlined below and is designed to fully inform parents/legal guardians of their minor's rights before, during and after survey administration.

Prevention Providers **cannot survey** a minor without first obtaining a signed Parental Consent. A signed Parental Consent must be in-hand BEFORE that minor is given an outcomes survey. A minor who does not have a signed Parental Consent cannot participate in the outcomes survey administration.

This requirement is designed to comply with federal and state laws, and fulfill a Prevention Provider's ethical obligation to obtain consent when collecting personal information from a minor. **A minor's participation in your program should in NO WAY be affected by whether or not they participate in the outcomes survey.** Parents MUST be made aware that their minor's participation in the outcomes process is completely VOLUNTARY.

Sample Parental Consent forms will be provided for your reference and use.

Consent Policy Requirements

1. *The survey results are strictly CONFIDENTIAL. At no time will the participant's name be reported with his/her responses.*

Access to the individual surveys will be restricted to the Provider Administrator, Data Administrator and the Prevention Provider staff DIRECTLY involved with outcomes survey administration. Parents, teachers and general public will NOT have access to participant's responses. Identifying information on the outcomes survey is solely to allow the data entry staff to match a minor's pretest and posttest answers.

Collected surveys should be placed in sealed envelopes and only opened for the purpose of data entry. Once the data are entered into the data system the

surveys must be stored in a locked and secure location. Individual participant surveys should never be shared with or discussed with anyone.

2. *The data collected will be reported in SUMMARY form only.*

Any reports generated from the surveys will be reported in summary form. There will be no way to identify individuals and their responses from the reports.

3. *The surveys are VOLUNTARY.*

There is no penalty for not taking the survey. Prevention Providers MUST inform both parent and minor that taking the surveys is NOT a requirement to being in the program.

4. *The participant has the right to refuse to answer any or all questions on the outcomes survey.*

Minors do not have to answer all of the questions. They may leave questions blank without explanation or without penalty. Providers should NOT review surveys for incomplete responses. All surveys should be picked up at the same time and placed immediately into a sealed envelope and securely stored until it is time to enter the data.

5. *A statement of purpose must be included informing parent why you will be administering outcomes surveys and outlining the types of questions that will be asked.*

Your Parental Consent must include a statement about the purpose of the outcomes survey and describe the types of questions the minor will be asked.

6. *Parents must be informed whether there are any known discomforts or risks associated with participating in these outcomes surveys.*

Providers should include this statement within their Parental Consent to inform parents that the outcomes surveys are not anticipated to do any harm to the minor: "There are no known discomforts or risks associated with participating in these surveys."